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APR 10 1935
INSTRUCTIONS FOR FORM AND STYLE OF MARKETING AGREEMENTS,

LICENSES, AND CODES

(Revision of instructions in Statement of General Policies
and Model Drafts for Marketing Agreements and Codes)

Marketing agreements, licenses, and codes are to be subdivided
as follows:

Articles, designated by roman numerals including the titles, in all
capitals, and centered, thus

ARTICLE I--PURPOSES

Articles are subdivided into sections, each section to start a new
paragraph, and to be numbered consecutively within each article by arabic
numerals. Section 1. shall be spelled out, but the succeeding sections
shall be abbreviated, thus

Section 1. The contracting processors shall severally, from time
to time, upon the request of the Secretary, furnish him such information
on and in accordance with forms or reports to be supplied, etc.

Sec. 2. The contracting processors also severally agree that, for the
same purposes, and/or to enable the Secretary to verify the information
furnished him on said forms of report, etc.

Section 1. Membership.--A Control Board is hereby established con-
sisting of ten (10) members to be selected, etc.

Sections may be subdivided into paragraphs and paragraphs may be
subdivided into as many subparagraphs as necessary. The first paragraph
shall be designated by an arabic numeral with a period following; the
subparagraph to the numbered paragraph shall be designated by a letter,
underlined and in parentheses; the succeeding subparagraphs shall be
designated by an arabic numeral in parentheses and a letter followed by
a period, respectively. The paragraphing shall be stepped off, thus:

1. A Control Board is hereby established consisting of ten (10)
members to be selected as follows:

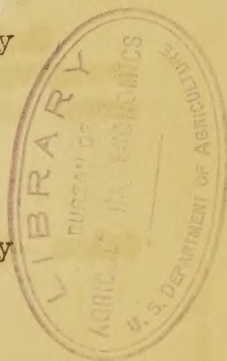
(a) Two (2) members, and their successors, shall be selected by
a majority vote of the millers in the Virginia Area.

(1) The duties and powers of the Control Board include
the following:

a. To see that this Agreement is faithfully performed and
to act as intermediary between the Secretary and the millers.

In the preamble the paragraphs shall be designated by arabic
numerals followed by a period.

Clauses in series, which may occur within sections and paragraphs,
shall be designated by an arabic numeral in parentheses, thus: (1), (2).



Whereas; Now, therefore; Provided; Provided, however; Provided further; etc., shall be capitalized and underlined as shown here and followed by a comma. In the event that these expressions appear in the body of the text, they are to be preceded by a colon, the capitalization and punctuation are to be the same, and the first word following the comma should begin with a capital letter.

Capitalize - Proper nouns and nouns with a proper meaning.

Act, when meaning the Agricultural Adjustment Act or the National Industrial Recovery Act.

Administrator, when meaning the Administrator of the National Industrial Recovery Act.

Agreement, when meaning the specific agreement.

Code, when meaning the specific code.

Code Authority, when meaning the specific code authority.

Control Board, when meaning the specific control board.

Control Committee, when meaning the specific control committee.

Government, when meaning the United States Government.

License, when meaning the specific license.

Market Administrator, when meaning the specific market administrator.

New Orleans Sales Area.

President, when meaning the President of the United States.

Secretary, when meaning the Secretary of Agriculture.

State, when meaning any State of the United States.

Common nouns and nouns with a common meaning are not to be capitalized, - this includes the terms in the list of definitions:

affiliate	exhibit A	plant
article III	manager	producer
books and records	paragraph 1.	section 2
eastern standard time	person	subsidiary
		treasurer, etc.

Units of quantity should be expressed thus, ten (10), seventy-five (75) dollars; fifteen (15) percent, etc.

References shall always be definite, such as section 3 of article V; paragraph 1, section 2 of article II; of this section; of this article - never use, as above - use hereof only when meaning within this cover.

PUNCTUATION

Colon - The colon is used:

To introduce a clause that supplements the preceding clause.

To introduce any matter that follows.

In expressing clock time (2:40 p.m.).

Comma - The comma is used:

After each of a series of coordinate, qualifying words - short, swift stream.

To set off parenthetical words, phrases, or clauses.

After each member in a series - horses, mules, and cattle - a, b, and c.

Quotation marks for all quoted matter and around the terms defined.

Semicolon - The semicolon is used:

To separate phrases containing commas.

To separate statements that are too closely related in meaning to be written as separate sentences.